

## **HOMELESS ALLIANCE OF RUTHERFORD COUNTY**

### **Continuum of Care – TN-510**

Purpose: To guide the Murfreesboro/Rutherford County Continuum of Care (CoC), Rating and Ranking Working Group and Collaborative Applicant in the activities required to perform ranking of CoC grant applications for the annual HUD Continuum of Care-Homeless Assistance Notice of Funding Availability (NOFA).

Policy: This policy was developed to ensure that the scoring and ranking of CoC grant application requests are conducted in a fair, transparent, & unbiased manner. The Homeless Alliance of Rutherford County Executive Committee (Executive Body of the CoC) reviewed, edited and approved this policy and accompanying rating tool on September 12, 2016 with a majority vote.

Procedures: The approved ranking measures and data sources used to evaluate all CoC grant application requests will be provided to all applicants before the Rating and Ranking Working Group meets to review and rank their projects. The Collaborative Applicant will collect all specified data for each CoC project application and provide the letter of intent to the Rating and Ranking Working Group to conduct the review. The Collaborative Applicant will be present at the meeting of the CoC Ranking Team to provide technical assistance as needed.

After the preliminary ranking determination and recommended selective cuts (if applicable) of the Rating and Ranking Working Group is complete, the Collaborative Applicant will send an individual summary and project rank number to each project applicant and release the rankings to the Continuum. The project priority list and funding will be submitted to the Executive Committee and voted on in August. Each project applicant may appeal the ranking determination of their individual project by submitting a written appeal to the Homeless Alliance of Rutherford County Executive Committee and making a presentation at the September Executive Committee meeting. Upon completion of the appeal review, the Homeless Alliance of Rutherford County Executive Committee will make a final determination.

The Collaborative Applicant will send the final CoC project ranking list to the CoC, and all individual project applicants, to be posted on the City of Murfreesboro website to ensure transparency and compliance with the CoC NOFA no later than 15 days before the date the application is due. The entire Consolidated Application will be posted online for review and comments. The Executive Committee will have a final vote on the submittal of the Application.

Ranking Team: The CoC Rating and Ranking Working Group will be made up of unbiased members familiar with CoC programs and the community's homeless system. At the beginning of the ranking meeting, the members of the Rating and Ranking Working Group will provide a statement of confidentiality and no conflict of interest in the regard to any discussions or determinations of specific project applications and/or applicants. Members will be recruited yearly and their eligibility verified (no conflicts of interest) by the CoC.

The Rating and Ranking Working Group may consider adjustments for such issues as HUD incentives or requirements. The Rating and Ranking Working Group may consider proposal changes or project general budget adjustments that may be required to meet community needs. The Rating and Ranking Working Group determines the rank and funding levels of all projects considering all available and objective information.

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Ranking Process: The CoC will implement goals for each HUD CoC NOFA application cycle which maximize competitiveness of the CoC's Consolidated Application in consideration of local CoC priorities.

The independent Rating and Ranking Working Group will meet to review data from each CoC letter of intent to determine how it meets the scoring criteria established in the CoC project rating tool, minimum grant requirements, and established HUD/CoC priorities. These combined factors will inform the Rating and Ranking Working Group how to determine the CoC project ranking list and, if applicable, any necessary funding reductions to one or more projects.

Rating Tool Measures (see attachment): HUD Housing Priority, HMIS Data Quality & APR, Participant Project Performance, Target Population, Leverage, Bed Utilization and Expenditure of Funds. *Sources: Annual Performance Report; Drawdown Reports.*

Standard Minimum Grant Requirements: leverage match, expenditure of grant funds (slow or fast), bed utilization, cost effectiveness of project, HMIS implementation and compliance, and other minimum grant terms. *Sources: Annual Performance Reports; LOCCS draws; HMIS Data Quality Reports.*

CoC Priorities: In addition to the above rating tool criteria and minimum grant requirement thresholds, the CoC approved the following local priorities for the Rating and Ranking Working Group to consider in determining a project's rank and potential selective grant reductions.

Reallocation Process: The Executive Committee will review the Grant Inventory Worksheet and grant line up in sufficient time to allow for potential reallocation of funds. The Executive Committee will duly advertise any upcoming vote or discussion on the reallocation process. For the 2016 NOFA cycle, the reallocation process and vote took place during the July meeting. The Executive Committee reviewed Murfreesboro/Rutherford County's projects versus the CoC's and HUD's priorities. The Executive Committee will consider reallocation during the July meeting and ranked the following in priority status: 1) Permanent Supportive Housing; 2) Dedicated HMIS/Coordinated Entry; 3) Rapid Rehousing and 4) Other eligible activities.

#### FY2016 CoC Funding Tier 1 and Tier 2 Process:

The Ranking Committee will follow the directions in the NOFA for the Tier 1 and Tier 2 funding process. HUD will establish the amounts of Murfreesboro/Rutherford County's Tier 1 and Tier 2. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus.

Project Determinations and Appeals Process: Applications which do not meet the minimum threshold requirements will not be included in the CoC Consolidated Application submitted to HUD for consideration. If more applications are submitted than the CoC has money to fund, the Rating and Ranking Working Group will rank the grants in order of the agreed upon priority as approved by the Homeless Alliance of Rutherford County CoC Executive Committee. The Collaborative Applicant will send formal notification of the determination made by the Rating and Ranking Working Group to each project applicant along with: individual project ranking summary report, individual project ranking number, and potential budget reduction. Any appeals to the Rating and Ranking Working Group's determinations for projects may be presented to the

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Homeless Alliance of Rutherford County Executive Committee during the September meeting. After all appeals are heard, the Homeless Alliance of Rutherford County Executive Committee will vote to finalize on the Review and Ranking Committee's recommendation. The Executive Committee's final recommendation, along with the corresponding grant amount for all projects, will be distributed to the Continuum and posted on the appropriate websites.

**HUD's Policy Priorities**

1. Create a systemic response to homeless.
  - a. Measure System Performance.
  - b. Create an effective Coordinated Entry Process
  - c. Promote participant choice.
  - d. Plan as a system.
  - e. Make the delivery of homeless assistance more open, inclusive and transparent.
2. Strategically allocate resources
  - a. Comprehensively review project quality, performance and cost effectiveness.
  - b. Maximize the use of mainstream and other community-based resources.
  - c. Review transitional housing projects.
  - d. Integration with persons with disabilities.
3. End chronic homelessness.
  - a. Target persons with highest needs and longest histories of homelessness for PSH.
  - b. Increase units
  - c. Improve outreach.
4. End family homelessness.
5. End youth homelessness.
6. End veteran homelessness.
7. Use a Housing First Approach.
  - a. Use data to quickly and stably house homeless persons.
  - b. Engage landlords and property owners.
  - c. Remove barriers to entry.
  - d. Adopt client-centered service methods.